

Reporting Center

Non-Pay Hours report

Organizational Structure
Personnel Office Identifier
Year:

Figure 1. Non-Pay Hours report

Run Date: 10/1/2009



Non-Pay Hours Report(LWOP and AWOL)
Sensitive Personnel Data -- Use is Restricted
Employing Office Code = 5317-USDA-OCFO-NFC(NEWORLEANS,LA)(AG90) and Report Time Frame = 2009
U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)

Org	# Employees	Tot Hours	LWOP (71)			AWOL (72)			Total LWOP and AWOL
			#	Hours	Avg. Hours	#	Hours	Avg. Hours	
OFFICE OF THE CHIEF FIN OFC (AG90)	486	210,720.00	33	1,560.00	47.27	3	493.25	164.42	2,053.25
OFFICE OF THE CHIEF FIN OFC (AG90)	486	210,720.00	33	1,560.00	47.27	3	493.25	164.42	2,053.25
Total	972	421,440.00	66	3,120.00	47.27	6	986.50	164.42	4,106.50

Figure 2. Non-Pay hours report (with criteria)

Comp Time reports

Organizational Structure
Personnel Office Identifier
Pay Plan
Grade
Expiring Year
Expiring PP
Sort Order: Org Struc, POI, Last Name, Expiring Year, Expiring PP

Figure 3. Comp Time-Regular Comp Time Balance report

Run Date: 9/10/2009

Current Regular Comp Time Balance
U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)
Sensitive Personnel Data -- Use is Restricted

Agency	Name	Earn Hours	Earn Rate	Earn PP	Earn Year	Reg Comp	Exp PP	Exp Year	Pay Plan-Grade-Step	FLSA	POI	Org Struc
90		0.25	36.90	13	2009	0.25	13	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00
90		0.75	36.90	14	2009	0.75	14	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00
90		1.25	36.90	15	2009	1.25	15	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00
90		0.25	36.90	16	2009	0.25	16	2010	GS-12-05	E	5317	90-70-40-0140-00-00-00-00

Selection Criteria: Employing Office Code = 5317-USDA-OCFO-NFC(NEWORLEANS,LA)(AG90) and Pay Plan = GS and Grade = 12
Sorted By: Org Struc, POI, Last Name, Expiring Year, Expiring PP
Data As Of: 09/05/2009

Figure 4. Comp Time-Regular Time Balance report (with criteria)

Organizational Structure
Personnel Office Identifier
Year and Pay Period:
Sort Order: SSNO, PP Cov by TA

Figure 5. Comp Time Regular-Earned and Used report

Run Date: 9/10/2009

Total Regular Comp Time Hours Earned and Used
U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
PUBLICATIONS & COMMUNICATIONS BRANCH (0140)
Sensitive Personnel Data -- Use is Restricted

Name	TC	Type	PP Cov	Year	Comp Earn Hrs	Comp Earn Amt	Exp PP	Exp Year	Comp Used Hrs	Comp Used Amt	FLSA	BUS
	32	Earn	15	2009	4	\$195.20	15	2010	0	\$0.00	E	8888
	64	Used	15	2009	0	\$0.00	15	2010	9.75	\$475.80	E	8888
Total					4				9.75			
	32	Earn	15	2009	18.5	\$779.04	15	2010	0	\$0.00	E	1165
	64	Used	15	2009	0	\$0.00	15	2010	8	\$336.88	E	1165
Total					18.5				8			
	32	Earn	15	2009	2.5	\$92.26	15	2010	0	\$0.00	E	1165
	32	Earn	15	2009	2.25	\$83.03	15	2010	0	\$0.00	E	1165
Total					4.75				0			
	64	Used	15	2009	0	\$0.00	15	2010	9	\$281.87	E	1165
Total					0				9			
	32	Earn	15	2009	0.75	\$27.68	15	2010	0	\$0.00	E	1165
Total					0.75				0			
	32	Earn	15	2009	3	\$110.70	15	2010	0	\$0.00	E	1165
Total					3				0			
	32	Earn	15	2009	1.25	\$46.13	15	2010	0	\$0.00	E	1165
	64	Used	15	2009	0	\$0.00	15	2010	0.25	\$9.18	E	1165
Total					1.25				0.25			
	32	Earn	15	2009	0.25	\$9.23	15	2010	0	\$0.00	E	1165
	64	Used	15	2009	0	\$0.00	15	2010	0.75	\$20.27	E	1165
Total					0.25				0.75			

Selection Criteria: Year and Payperiod = 2009 - 15 and PP Covered = 2009 - 15 and Employing Office Code = 5317-USDA-OCFO-NFC
(NEWORLEANS,LA)(AG90)
Sorted By: SSNO, PP Cov by TA
Data As Of: Pay Period 17 - 2009

Figure 6. Comp Time Regular-Earned and Used report (with criteria)

Organizational Structure
Personnel Office Identifier
Pay Plan
Grade
Expiring Year
Expiring PP
Sort Order: Org Struc, POI, Last Name, Expiring Year, Expiring PP

Figure 7. Comp Time-Travel Comp Time Balance report

Run Date: 9/10/2009



Current Travel Comp Time Balance
U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)
GOVERNMENT EMPLOYEES SERVICES DIVISION (40)
IMPLEMENTATIONS STAFF (0130)

Sensitive Personnel Data -- Use is Restricted

Agency	Name	Earn Hours	Earn Rate	Earn PP	Earn Year	Trav Comp	Exp PP	Exp Year	Pay Plan-Grade-Step	FLSA	POI	Org Struc
90		6.25	0.00	15	2009	6.25	15	2010	G-S-14-10	E	5317	90-70-40-0130-00-00-00-00
90		6.25	0.00	04	2009	6.25	04	2010	G-S-12-02	E	5317	90-70-40-0130-00-00-00-00
90		6.25	0.00	07	2009	6.25	07	2010	G-S-12-02	E	5317	90-70-40-0130-00-00-00-00

Selection Criteria: Employing Office Code = 5317-USDA-DCFO-NFC(NEWORLEANS,LA)(AG90)
Sorted By: Org Struc, POI, Last Name, Expiring Year, Expiring PP
Data As Of: 09/05/2009

Figure 8. Comp Time-Travel Comp Time Balance report (with criteria)

SF-2812 reports

Report Name: SF2812: Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement
Payroll Office Number:
Pay Period:

Figure 9. 2812 report

REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT				Agency Report No. 1004-OPM AR
Address (Including Department, Bureau, Location and Zip Code)		Payroll Office Number	Report Number	
ARCHITECT OF THE CAPITOL		12-00-0000	00-15	
Telephone Number (Including Area Code)		Month Reported on Statement of Transactions	Date Payroll Paid	
(504) 255-5464		AUC	08/14/08	
Pay Period		From To		
		07/28/08 08/02/08		
To: Office of Personnel Management Attention: Funds Control Branch Post Office Box 582 Washington, DC 20544		<input type="checkbox"/> Check Attached	<input type="checkbox"/> Credits OPM Receipt Account (24x0135.8)	Agency Account Charged 1200279(40)
I Certify that the items listed herein are correct and the amount is available to be credited to the OPM receipt account.				
Signature of Authorized Administrative or Crediting Officer				Date
Benefit Category	Withholdings	Contributions	Total	
LIFE INSURANCE				
Basic Life	472.29	236.12		
Standard--Option A	76.39			
Additional--Option B	878.88			
Family--Option C	66.84			
Post-Retirement	.00			
Total Life Insurance	1,495.56	236.12	1,731.68	
HEALTH BENEFITS	9,693.71	26,516.32	26,610.03	
RETIREMENT				
CSRS				
All Categories ¹	1,818.82	1,818.82		
Salary Offset-- Reemployed Annuitant	.00	.00		
Military and Civilian Service Credit	.00			
FERS				
Regular	1,299.12	15,719.48		
Military Reserve Technicians	.00	.00		
Special ²	.00	.00		
Salary Offset-- Reemployed Annuitant	.00	.00		
Military Deposit	.00			
Total Retirement	1,199.84	17,668.38	28,718.24	
Grand Total	13,699.21	36,352.74	52,051.95	

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¹ Employees with CPDF Retirement Codes of L, S, C, E, R or T.
² Employees with CPDF Retirement Codes of L or M.
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Figure 10. SF-2812 report (with criteria)

Report of Withholdings and Contributions for Health Benefits by Enrollment Code									
Department or establishment ARCHITECT OF THE CAPITOL				Payroll Office Number 12-00-0002		Report Number 09-17			
Bureau, division or office				Pay period from 08/16/09		Pay Period to 08/26/09			
Address (including ZIP Code) Office of Personnel Management Attention: Funds Control Branch Post Office Box 582 Washington, DC 20044				Date payroll paid 09/16/09					
				Agency telephone number (including area code) (304) 255-5464					
Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	
E11	23,126.26	180	E12	4,454.86	12				
E12	86,706.19	133	E13	2,338.79	17				
E14	5,438.24	29	E15	3,296.86	17				
E16	8,425.89	29	E17	232.16	1				
E18	281.82	2	E18	2,537.56	5				
E19	31,448.1	1	E19	86.32	1				
E20	38,479	1	E20	1,724.16	8				
E21	386.86	1	E21	3,274.16	12				
E22	182,488	1	E22	1,187.22	6				
E23	486.26	1	E23	2,237.66	5				
E24	9,688.88	37	E24	278.56	2				
E25	26,751.52	48							
E26	2,733.79	45							
E27	36,786.26	96							
E28	26,714.29	181							
E29	9,688.88	296							
E30	82,333.64	275							
E31	187,547.46	385							
E32	22,815.14	129							
E33	47,336.34	116							
E34	6,871.84	48							
E35	2,639.32	71							
E36	971.52	6							
E37	3,086.12	17							
E38	123.71	1							
E39	812.79	3							
E40	2,965.71	1							
E41	2,234.35	6							

* Number of enrollment is required on report for last pay period paid in March and September

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Figure 11. SF-2812A report (with criteria)

Report of Withholdings and Contributions for Health Benefits by Enrollment Code									
Supplemental Report for Temporary Employees									
Department or establishment ARCHITECT OF THE CAPITOL				Payroll Office Number 12-00-0002		Report Number 09-17			
Bureau, division or office				Pay period from 08/16/09		Pay Period to 08/26/09			
Address (including ZIP Code) Office of Personnel Management Attention: Funds Control Branch Post Office Box 582 Washington, DC 20044				Date payroll paid 09/16/09					
				Agency telephone number (including area code) (304) 255-5464					
Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total Withholdings & Contributions	Number Enrolled *	
E42	188.46	1							
E43	171.86	1							
E44	225.86	1							
E45	481.22	1							

* These figures reflect only data relating to temporary employees who have coverage (F.L. 100-054) and are also included in the Consolidated SF-2812A Headcount figures.

* Number of enrollment is required on report for last pay period paid in March and September

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Figure 12. SF-2812A report (supplemental report for temporary employees) (with criteria)

Report of Withholdings and Contributions for Health Benefits by Enrollment Code							
Supplemental Report for Non-Temporary Employees							
Department or establishment ARCHITECT OF THE CAPITOL				Payroll Office Number 12-80-0002		Report Number 89-17	
Bureau, division or office				Pay period from 08/16/99		Pay Period to 08/26/99	
Address (including ZIP Code) Office of Personnel Management Attention: Funds Control Branch Post Office Box 382 Washington, DC 20546				Date payroll paid 09/16/99			
				Agency telephone number (including area code) (202) 255-5464			
Enrollment Code No.	Total withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total withholdings & Contributions	Number Enrolled *	Enrollment Code No.	Total withholdings & Contributions
031	23,129.28	188	251	248.79	1		
032	46,258.18	135	311	2,334.95	6		
034	3,438.24	28	312	6,454.88	12		
035	8,457.88	29	314	2,108.39	17		
041	281.82	2	315	5,296.86	17		
047	114.88	1	321	232.18	1		
048	184.79	1	322	2,627.58	5		
049	184.79	1	416	86.12	1		
052	388.88	1	442	582.12	1		
053	187.88	1	456	1,274.16	6		
052	486.28	1	455	5,293.42	11		
061	6,688.88	37	471	1,182.22	6		
062	27,585.81	47	472	2,237.88	5		
064	7,704.18	44	481	278.56	2		
065	38,186.28	80					
071	28,776.21	181					
072	14,188.88	290					
086	62,186.88	274					
085	187,240.88	182					
111	22,815.14	129					
112	42,708.54	118					
211	9,371.84	48					
212	2,815.12	11					
221	971.52	6					
222	5,788.15	15					
224	117.71	1					
225	812.76	1					

* These figures reflect only data relating to non-temporary employees who have coverage (P.L. 100-656) and are also included in the Consolidated SF-2812A headcount figure.

* Number of employees is required on report for full pay period paid in March and September.

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Figure 13. SF-2812A report (supplemental report for non-temporary employees) (with criteria)